UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
CINCINNATI, OHIO 45268
Request for Task Order Proposal Number:

March 21, 2023.

RTI International
Attn: Linda Eubanks
3040 East Cornwallis Rd.
Research Triangle Park, NC 27709-0155

via FedConnect and email to:
Linda Eubanks (eubanks@rti.org)

Re: Request for Task Order Proposal No. 68HERC23R00141 titled, "EPA Endocrine Disruptor Screening Program: *Physical-Chemical Domains of Applicability for High Throughput Testing.*"

Dear Ms. Linda:

You are hereby requested to furnish a firm fixed price technical and price proposal. Work shall be performed in accordance with the enclosed Performance Work Statement (PWS) titled "EPA Endocrine Disruptor Screening Program: *Physical-Chemical Domains of Applicability for High Throughput Testing.*"

Please submit to EPA your proposal for accomplishing the required work by April 04, 2023, including:

(1) A description of the technical approach for accomplishing the requirements of the Performance Work Statement within the timelines indicated therein.

(2) Pricing according to the Pricing Schedule.

The labor rates (loaded) used to develop the proposal shall not exceed those specified in the Terms and Conditions for the Contract period in effect at the time the proposal is prepared. In the event a task order is not issued by the end of said period, the contractor shall be entitled to submit a revised proposal based on the rates in the subsequent period, provided the Government still requires the work.

Please separate the cost of travel from labor and supplies in your proposal and submit via FedConnect and/or in an email.

Sincerely,

Pradeep Kandambath
Contract Specialist
Ph: 5138068787
Email: Kandambath.pradeep@epa.gov

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER	PAGE	OF
PR-OCSPP-23-00116	2	16

2. CONTRACT NO.	3. AWARD/ EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
			68HERC23R0141	03/21/2023

7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE/LOCAL TIME
	Pradeepkumar Kandambath	(513) 487-2038	04/04/2023 1630 ET

9. ISSUED BY CODE CAD

CAD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: W136
Cincinnati OH 45268-0001

10. THIS ACQUISITION IS ☒ UNRESTRICTED OR ☐ SET ASIDE: % FOR:

☐ SMALL BUSINESS
☐ HUBZONE SMALL BUSINESS
☐ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS
☐ WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM
☐ EDWOSB
☐ 8(A)

NAICS: 541620
SIZE STANDARD: $19

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED ☐ SEE SCHEDULE	12. DISCOUNT TERMS	☐ 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING / 14. METHOD OF SOLICITATION ☐RFQ ☐IFB ☒RFP

15. DELIVER TO CODE CAD

CAD
US Environmental Protection Agency
26 West Martin Luther King Drive
Mail Code: W136
Cincinnati OH 45268-0001

16. ADMINISTERED BY CODE

17a. CONTRACTOR/ OFFEROR CODE FACILITY CODE

TELEPHONE NO.

☐17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18a. PAYMENT WILL BE MADE BY CODE

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED ☐SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Admin PR- Request New Task Order Title: Physical-Chemical Domains of Applicability for High Throughput Testing under EPA Contract 68HEOH18D008 with RTI POP: 18 Months CO: Mark Cranley CL COR: Cathy Stewart TOCOR: Scott Lynn				
9999	New Task Order Title: Physical-Chemical Domains Continued ...				

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT *(For Govt. Use Only)*

☐ 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED.
☐ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED.

☐ 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.

☐ 29. AWARD OF CONTRACT: _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR	31a. UNITED STATES OF AMERICA *(SIGNATURE OF CONTRACTING OFFICER)*

30b. NAME AND TITLE OF SIGNER *(Type or print)*	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER *(Type or print)*	31c. DATE SIGNED
		Mark Cranley	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	of Applicability for High Throughput Testing under EPA Contract 68HEOH18D008 with RTI. POP: 18 Months CO: Mark Cranley CL COR: Cathy Stewart TOCOR: Scott Lynn				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
☐ PARTIAL ☐ FINAL			☐ COMPLETE ☐ PARTIAL ☐ FINAL	

38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY *(Print)*	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT *(Location)*	
		42c. DATE REC'D *(YY/MM/DD)*	42d. TOTAL CONTAINERS

ENVIRONMENTAL PROTECTION AGENCY

Request for Task Order Proposal (RFTOP)

I. **PROJECT TITLE: EPA Endocrine Disruptor Screening Program: *Physical-Chemical Domains of Applicability for High Throughput Testing* (Task Order 6)**

II. The Contractor has furnished facilities, materials, and the necessary professional, technical, and supporting personnel for performance of the work required by this Task Order in accordance with the Terms and Conditions of the contract.

III. Scott Lynn - Task Order-Contracting Officer Representative

Email: lynn.scott@epa.gov

IV. POP: 18 Months

V. Type: T&M

1 PERFORMANCE WORK STATEMENT (PWS)

1.1 PURPOSE

The purpose of this task order (TO), *EPA EPA Endocrine Disruptor Screening Program: Physical-Chemical Domains of Applicability for High Throughput (HT) Testing (Task Order 6)*, is to obtain laboratory support for the Endocrine Disruptor Screening Program (EDSP, Office of Pesticide Programs (OPP), Office of Chemical Safety & Pollution Prevention (OCSPP) in tests to determine physical chemical domains of applicability for high throughput (HT) testing.

1.2 BACKGROUND

The Endocrine Disruptor Screening Program (EDSP) was established in 1998 under authorities contained in the 1996 Food Quality Protection Act (FQPA) and the 1996 Safe Drinking Water Act (SDWA) amendments. As mandated by these statutes, the EDSP develops a screening program to determine whether certain substances may have endocrine activity in humans and wildlife. The US EPA has developed a two-tiered approach for screening chemicals and pesticides. The Tier 1 battery is used to identify substances that have potential to interact with the estrogen, androgen or thyroid hormone pathways. The Tier 2 tests identify and establish dose response information for adverse effects for substances identified in the Tier 1 screening. Beginning in 2015, the EDSP is incorporating ToxCast high throughput screening data and computational models in the prioritization and screening of a chemical's potential to interact with the endocrine system in humans and wildlife for a portion of the Tier 1 battery. This approach will allow nearly 20 times the current number of screenings to be performed while nearly eliminating animal testing, allowing the program to meet its goals with a relatively level budget.

The EPA's EDSP is continuing the development and validation of alternative testing methodologies (i.e., high throughput assays and computational tools) to prioritize and screen chemicals based on potential endocrine bioactivity and exposure--in particular, the estrogen, androgen, or thyroid hormone pathways in humans and wildlife. This increased use of alternative testing methodologies will improve the output of screening results, allowing for greater coverage of the endocrine system.

High throughput (HT) assays are being employed to assess activity of compounds against various biological endpoints. Typically, libraries of chemicals are incubated in multi-well formats with biological targets and a read-out is obtained. The effects of various physical chemical properties of the test chemicals are not always considered in detail. Since the assays are usually conducted in aqueous media in open or loosely covered multi-well plates, factors such as water solubility and volatility of test articles are likely to result in a discrepancy between nominal and actual test concentrations in the aqueous assay mixture. A reduction in actual test concentrations in the aqueous assay mixture could affect the actual exposure of the biological system to the test chemical.

The objective of this Task Order is to assess the measured concentrations for a set of chemicals within the incubation mixture of a representative HT assay over the assay time course. This data, in combination with water solubility and vapor pressure data, may improve understanding of the impact of physical chemical properties on HT results.

1.3 TASK 1: TASK ORDER MANAGEMENT AND REPORTING REQUIREMENTS AND QUALITY ASSURANCE AND QUALITY ASSURANCE PROJECT PLAN (QAPP)

1.3.1 The Contractor shall schedule a kick-off meeting/conference call with the TOCOR within 10 business days following the TO award. The TOCOR, Alternate (Alt) TOCOR, contract-level COR, and the EPA Contracting Officer (CO) must be invited to the kick-off meeting. Additional participants may be included.

~~1.3.2~~ The Contractor shall manage all aspects of the task order including, but not limited to, the technical, quality assurance, schedule, cost, and communication requirements.

1.3.3 The Contractor shall only work on tasks in the Performance Work Statement as directed by the TOCOR. The TOCOR shall identify specific due dates for deliverables for Tasks 3 and 4 via technical direction. Technical direction will be provided in writing by the Contracting Officer or the TOCOR as delegated by the Contracting Officer.

1.3.4 The Contractor shall schedule at least biweekly meetings (teleconference, in-person, Skype, Adobe Connect, or other media) with the TOCOR to discuss the status of the work including reporting any issues with respect to schedule slip or cost overruns. The TOCOR will identify, as needed, other individuals who should participate in these calls. Additional teleconference calls may be scheduled by the TOCOR as needed. Note: Telephone or in-person reports are not replacements for required written communications.

1.3.5 In addition to biweekly meeting, the Contractor shall update the TOCOR via telephone (and follow-up via e-mail) and, in writing, via e-mail, of any issues on an ongoing basis.

1.3.6 The Contractor shall immediately inform the TOCOR when any hours or costs for any task has exceeded or is expected to exceed the contractor estimate by >10%.

1.3.7 The Contractor shall immediately inform the TOCOR of any problems that may impact the production, budget, and/or delivery of deliverables.

1.3.8 The Contractor shall notify the TOCOR when 75% of the Government approved hours or approved LH costs have been incurred (including unbilled hours and costs).

1.3.9 The Contractor shall provide a monthly progress report of the combined monthly technical and financial progress report) stating the progress made, including the percentage of the project completed, a description of the work accomplished to support the cost, the estimated percentage of task completed (including deliverables) during the reporting period. The **Executive Summary shall summarize the planned and actual work for the month, financial status, work planned for the next month, and significant issues, risks, or concerns. The month report shall also provide cost and technical progress data for each of the six (6) defined tasks (by labor category for each task) and projected costs for the upcoming reporting period.**

- For the technical progress report also include the following specific information:
  - Narrative detail review of accomplishments during the reporting period and/or significant events, as well as an assessment of work being completed on schedule and budget.
  - Status of all ongoing activities in accordance with the technical proposal and technical directives.
  - List of deliverables with delivery dates (planned versus actual).
  - Anticipated activities and deliverables for the next reporting period.

- Specific discussions shall include difficulties encountered and remedial action taken during the reporting period, and anticipated activity with a schedule of deliverables for the subsequent reporting period.
- List of current contractors / staffing roster and any changes that may impact deliverables in advance of the reporting period (e.g., change in personnel and vacations).
- Monthly Contractor performance information (performance metrics)

- For the financial report, include the following information:
  - Identification of cost issues or concerns
  - For the current period, display the amount claimed.
  - For the cumulative period display the total amount claimed; amount paid; amount suspended or disallowed; and remaining amount.
  - Labor hours.

    (i) A list of employees, their labor categories, and the number of hours worked for the reporting period.
    (ii) For the current reporting period display the expended direct labor hours (by EPA contract labor category), and the total loaded direct labor hours.
    (iii) For the cumulative reporting period and the cumulative contract period display: The negotiated and expended direct labor hours (by EPA labor hour category) and the loaded direct labor rate.
    (iv) Display the estimated direct labor hours and costs to be expended during the next reporting period.
    (v) Display the estimates of remaining direct labor hours and costs required to complete the task order
  - Unbilled allowable costs. Display the total costs incurred but unbilled for the current reporting period and cumulative for the task order.
  - Average total cost labor hour. For the current contract period, compare the actual total cost per hour to date with the average total cost per hour of the approved technical proposal for the task order.
  - The monthly report does not change the notification requirements of the "Limitation of Cost" or "Limitation of Funds" clauses requiring separate written notice to the Contracting Officer.

1.3.10 The Contractor shall maintain a cumulative record of all communications between the contractor and EPA (all media including e-mail and telephone calls) and provide it to the TOCOR within one month after the TO has ended.

1.3.11 The contractor shall provide all deliverables in an electronic format specified by the EPA TOCOR (e.g., Word, Excel, Access, HTML) via electronic mail. The Contractor shall format any deliverables intended for posting on an EPA public website to comply with Section 508.

1.3.12 Unless otherwise specified by the TOCOR, the Contractor shall provide a secure method for internet transfer of large files.

1.3.13 All deliverables for this task order are the property of EPA.

1.3.14 Contractor personnel shall identify themselves as contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent view of the U.S. Government, EPA, or its employees. In addition, the contractor shall not engage in inherently governmental activities, including, but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead other than routine correspondences.

The Contractor shall implement a quality system that meets ANSI standard E4-2014. In addition, per the *Policy to Assure Competency of Laboratories, Field Sampling, and Other Organizations Generating Environment Measurements Under Agency-Funded Acquisitions*, the laboratory will demonstrate their qualifications in the field of analyses to be conducted prior to performing the analyses. OPP will consider state, national or international accreditation or certification as satisfying this requirement.

For planning purposes, assume that a Quality Assurance Project Plan (QAPP) will be required for Task 2 only. The contractor shall create a Quality Assurance Project Plan (QAPP) that documents the planning, implementation, and assessment procedures for quality assurance and quality control activities. The QAPP integrates all the technical and quality aspects of the project to provide a blueprint for obtaining the type and quality of environmental data and information needed for a specific decision or use. The QAPP shall be prepared in accordance with the specifications identified by EPA (found at https://www.epa.gov/quality/epa-qar-5- epa-requirements-quality-assurance-project-plans).

The Government will review and return the quality documentation, with comments, and indicating approval or disapproval. If necessary, the contractor shall revise the documentation to address all comments and shall submit the revised documentation to the government for approval.

The Contractor shall not commence work involving environmental data generation or use until the Government has approved the quality documentation.

1.4 TASK 2: PHYSICAL-CHEMICAL DOMAINS OF APPLICABILITY FOR HT TESTING

****Task 2 will be Time & Materials/Labor Hour (T&M/LH)

The contractor shall, in conjunction with EPA, optionally design and implement a suitable test protocol and chemical-analytical verification system to detect the presence and/or fate of chemical substances in a model HT test platform. The contractor shall test chemical substances in a custom experimental design, based on the following protocol using human breast cancer T-47D cells.

ToxCast ACEA_ER_80hr Assay Protocol
(protocols available at https://www.epa.gov/chemical-research/toxcast-data-generation-toxcast-assays).

The contractor should also obtain a commercial cell viability assay (e.g., Trypan blue) that will use inactivated cells to demonstrate that the cell viability assay is functional. Inactivated cells can be generated by subjecting harvested cells to 3 freeze thaw cycles (-20 °C).

The contractor shall perform an initial experiment for chemicals (10 chemicals in Table 1.) aimed at investigating the cytotoxicity thresholds in the chosen cell line. An 80-hour experiment shall be performed and cell viability measures should be taken at the following time points (0, 1, 2, 4, 8, 24, 48, and 80 hours) of the assay. The following concentrations shall be tested: 1, 5, 10, 20, 50, and 100 µM with **eight replicates** for each chemical-treatment-time point combination. The maximum allowed final percentage of DMSO in the incubation should be ≤0.5%, so chemical stocks should be prepared at 200x the final test chemical concentration. The results of these

experiments will then inform individual concentration selections for running the chemical residue experiment outlined below.

Analytical methods that can detect ppb levels of test substances will be selected for the study. A suitable and validated analytical method will be used to measure concentration of the test article versus time. The contractor will test the following ten (10) test chemicals (Table 1.) at ACS grade or better at a final concentration to be determined by the range finding experiment above. The maximum allowed final percentage of DMSO in the incubation should be ≤0.5%, so chemical stocks should be prepared at 200x the final test chemical concentration.

Quadruplicate wells will be subjected to quantitative chemical analysis for the test substance at the following time points (0, 1, 2, 4, 8, 24, 48, and 80 hours) of the assay. The contractor should collect several samples from each incubation well at each sampling time point for analysis. These samples should include: one incubation sample (I), one supernatant sample (S), and one cell pellet sample (P). The contractor should also incorporate any needed additional replicate wells to allow enough sample to have two measurements of cell viability per timepoint per chemical.

Table 1. Test Chemicals

Chemical	CAS RN	Cytotox [µM]	ELOQ (µM)
alpha-Terpinene (ATP)	99-86-5	1000	0.3
1,2-Dibromoethane (DBE)	106-93-4	1000	0.3
1,2-Dichlorobenzene (2DB)	95-50-1	1000	0.1
1,4-Dichlorobenzene (4DB)	106-46-7	1000	0.3
Dipropylene Glycol (DPG)	25265-71-8	1000	10
Dodecyltrimethylammonium chloride (DAC)	112-00-5	6 to 35	0.1
2-Ethylhexylparaben (EHP)	5153-25-3	6 to 37	0.1
Hexachlorocyclopentadiene (HCP)	77-47-4	5 to 28	6
3,3',5,5'-Tetrabromobisphenol A (TBBPA)	79-94-7	8 to 43	0.1
Triphenyl Phosphate (TPP)	115-86-6	7 to 40	0.03

OPTIONAL QUANTITIES

EPA may request up to 20 additional single chemical-concentration experiments (using chemicals selected from Table 1) for analyzing chemical residues. These optional quantities will only use chemicals from Table 1, but may: use either live or inactivated cells; perform experiments with or without solvent (DMSO); or, may use a different cell culture device or plate sealer that provides better containment for volatile substances (e.g., https://biochromato.com/news-blog-pr2/). An 80-hour experiment shall be performed and samples for analytical chemical residue analyses shall be taken at the following time points (0, 1, 2, 4, 8, 24, 48, and 80 hours) of the assay. If live cells are used, two measurements of cell viability per timepoint per chemical shall also be included.

1.5 REPORTING REQUIREMENTS AND DELIVERABLES

The contractor shall provide the following deliverables listed in Table 2.

TABLE 2. DELIVERABLES AND SCHEDULE

Tasks	Deliverables	Due Dates
Task 1	Task management ✓ Kick-off meeting within 2 weeks after the task order has been awarded. ✓ Monthly Progress Report (i.e. Technical/Progress Status Report and Financial Status Report) by the 15th of each month (following completion of 1st reporting period).	

Tasks	Deliverables	Due Dates
	✓ Biweekly status meetings ✓ Other meetings as required by the TOCOR ✓ Email a copy to the CO, Contract level COR, TOCOR, and Alt TOCOR ✓ Immediately inform the TOCOR when any hours or costs for any task has exceeded or is expected to exceed the contractor estimate by >10%. ✓ Immediately inform the TOCOR of any problems that may impact the production, budget, and/or delivery of deliverables. ✓ The Contractor shall notify the TOCOR when 75% of the Government approved hours or approved LH costs have been incurred (including unbilled hours and costs).	
Task 1	EPA Requirements for Quality Assurance Project Plans (QA/R- 5) https://www.epa.gov/quality/epa-qar-5-epa-requirements-quality-assurance-project-plans ✓ Draft QAPP ✓ Final QAPP	✓ Email to Contract-level COR and respective TOCOR and Alt TOCOR ✓ Draft QAPP: submitted with technical proposal ✓ Final QAPP: 7-10 days after receiving comments from EPA TOCOR comments
Task 2	✓ Draft protocols will be provided to the sponsor for approval. Each protocol should have clearly labeled sections similar to: 1.0 Purpose; 2.0 Scope; 3.0 Responsibilities; 4.0 Procedures; 5.0 References. The draft protocols will be delivered to the sponsor electronically in MS Word format and all data should be provided in Excel spreadsheets.	Within one (1) month of the approval of the QAPP generated under Task 1.
Task 2	The analytical chemistry methods must be finalized to perform the chemical-specific assays outlined in Task 2. For each test chemical, a brief report will be provided to the EPA which outlines the method and clearly indicates the Limit of Quantitation (LOQ) and Level of Detection (LOD) achieved with that method. This report will be in a Word format with all data provided in an Excel format	Within two (2) months of the EPA approving the draft protocols.
Task 2	The contractor shall compile the data into one (1) electronic document. The written report, in MS Word, shall include analytical chemistry results of the stock, methods and results of the *in vitro* assays and analytical chemistry methods, and a section detailing any deviations or observed anomalies. The report must describe the methods and findings and shall include a comparison of test data to any control data with a description of significant findings.	Within three (3) months of completing generation of all data under Task 2 or at the end of the POP.

1.6 ACCEPTABLE QUALITY LEVEL FOR TASKS

See Attachment 1: Quality Assurance Surveillance Plan

1.7 PERIOD OF PERFORMANCE

The period of performance of this task order is:

Base: 18 months from award date

1.8 PLACE OF PERFORMANCE

Work may be performed off-site.

1.9 PERSONNEL

The Contractor is responsible for providing personnel with the necessary level expertise to support the task activities and requirement in this PWS.

1.10 TASK ORDER TYPE: TIME & MATERIALS

1.11 GOVERNMENT FURNISHED EQUIPMENT (GFP)

In accordance with FAR 45.102, the contractor shall furnish all property required for performing Government contracts. If a contractor believes that Government property is required for performance of the contract, the contractor shall submit a written request to the CO. For cost purposes, assume that EPA shall provide an office phone with voicemail, and e-mail for approved personnel working in OSCP-space to complete work under Task 3 of this task order.

1.12 TRAVEL

The Contractor may be required to travel in the course of the performance of this task order. The Contractor is required to follow the requirements of subpart 31.2 of the FAR regulations in incurring allowable travel costs under this task order, and correspondingly must at all times seek and obtain government rates whenever available and observe current subsistence ceilings.

1.13 TRAINING

EPA-H-31-105 APPROVAL OF TRAINING [see Section H.22 of the IDIQ contract]

(a) The contractor shall provide and maintain a qualified staff of personnel to meet the requirements of the Performance Work Statement. The contractor shall provide training to keep its personnel abreast of changes to the science and/or technology associated with the requirements of the contract. In addition, the contractor shall ensure that its personnel receive appropriate safety, health and environmental training in accordance with Federal, state and local requirements prior to assigning any task that require such training. The contractor shall provide documentation of such training upon the request of the Contract-Level COR and/or Contracting Officer.

The Government will not directly reimburse the cost for contractor employees to meet or maintain minimal contract requirements or to obtain and sustain an appropriate level of professionalism. Any direct charges for training will only be considered for reimbursement under this contract by compliance with the procedures set forth in paragraph (b) (see Section H.22 of the IDIQ contract).

2 INSPECTION AND ACCEPTANCE

QUALITY ASSURANCE PROJECT PLAN (SEE TASK 1 ABOVE)

The Contractor shall submit a draft QAPP per EPA Requirements for Quality Assurance Project Plans (QA/R-5) (Table 3).

Table 3. Quality Assurance Project Plan

	Documentation	Specifications	Due
X	Quality Assurance Project Plan for the Task Order	EPA Requirements for Quality Assurance Project Plans (QA/R- 5) (dated 3//20/2011) https://www.epa.gov/quality/epa-qar-5-epa-requirements-quality-assurance-project-plans	DRAFT: As stated in the RFP for the task order FINAL: 7-10 days following receipt of the TOCOR's comments on the DRAFT QAPP

3 TASK ORDER ADMINISTRATION DATA

3.1 CONTRACT ADMINISTRATION REPRESENTATIVES

- Contracting Officer: Mark Cranley, CAD/ORD, Cincinnati, OH
- Contract Specialist: Pradeep Kandambath, CAD/ORD, Cincinnati, OH
- Contract Level Contracting Officer's Representative: Cathleen Stewart. OCSPP.
- Task Order Contracting Officer's Representative: Scott Lynn, OPP/EDSP

3.2 TASK ORDER CLAUSES

INVOICING

Invoices shall be submitted in accordance with contract clause G.3 EPAAR 1552.232-70 SUBMISSION OF INVOICES. (JUN 1996) - ALTERNATE I (JUN 1996).

4.2 FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this task order by written notice to the Contractor within 5 calendar days before the expiration of this task order; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended task order shall be considered to include this option clause.

(c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed 60 months.

3.3 EPA-J-52-101 LIST OF ATTACHMENTS

Attachment 1: QUALITY ASSURANCE SURVEILLANCE PLAN

3.4 INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

EPA-L-36-101 RFTOP PROPOSAL INSTRUCTIONS

The offeror's response shall not exceed 15 double sided pages each and shall include all charts, illustrations, etc. This limitation does not include resumes. Font size**:** must be 11 points or larger (smaller text in figures, graphs, diagrams and charts is acceptable as long as it is legible when the page is viewed at 100%).

(a) TECHNICAL PROPOSAL INSTRUCTIONS:

(1) The technical proposal shall be complete and demonstrate an understanding of the work to be provided and the contractor's ability to perform the work in accordance with PWS. The technical proposal shall address all of the technical evaluation criteria presented in this section.

(2) Each section of the proposal shall be titled.

(3) Subcontractors

Each offeror shall list in a table format the name and addresses of all subcontractors who will perform work or labor or render services to the offeror for compensation in an amount in excess of one percent of the offeror's total price. Each offeror shall show on the table the portion of the work to be done by each subcontractor. This table shall be included with the technical proposal. The table shall include: (a) the name and address of the subcontractor, (b) a short description of the work the subcontractor will be designated to perform or deliver, (c) the portion in percent of the work (LOE) the subcontractor will be designated to perform or deliver.

(4) Conflict of Interest

- Vendors shall provide a completed version of the certification at EPA-H-09-106 task order conflict of interest certification as part of its Technical Proposal. The complete certification will not count against the page limitations for the Technical Proposal.
- Consistent with the terms of the prime contract, vendors shall disclose any actual or potential conflict of interest to the Contracting Officer within 7 days after receipt of the Request for Task Order Proposal. The disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the Contracting Officer, to avoid, mitigate, or neutralize the actual or potential conflict of interest.
- For the purposes of this RFP, EPA believes an actual or potential conflict of interest may exist**.** In order to properly manage the major projects, the Office will use this task order to supplement its Program Management (PM) resources. PM support provided by contractors includes the roles of Project Status/Reporting, Earned Value Management, Risk Management, and Quality Management. In addition, PM support may include assistance in acquisition planning. Because of the sensitive nature of some of these activities and the requirement that the Contractor provide independent reviews of such things as EVM reports, identified risks, and QASP assessments, the following preclusions shall apply for the period of performance of this procurement, including the base and any exercised option years:

(b) TECHNICAL EVALUATION CRITERIA

Technical Evaluation Factors listed below are of equal importance.

Factor 1 – Technical Approach: The Contractor shall propose their Technical Approach for accomplishing the objectives, requirements, and tasks and subtasks of the task order.

Factor 2 – Staffing Approach: The Contractor shall describe their staffing approach in the form of a Staffing Plan. The Plan shall describe the role and level of involvement of each proposed team member in implementing the required tasks.

~~(c)~~ COST PROPOSAL

Instructions:

The purpose of these cost instructions is to assist offerors in submitting information required to evaluate the reasonableness of proposed costs. All dollar amounts provided shall be rounded to the nearest dollar. The labor rates used for this task order shall not exceed the labor rates included in the base IDIQ contract. However, EPA will accept discounted rates.

Travel costs shall not exceed $2,500 (BASE plus all Option Years). Contractors are encouraged to use public transportation.

ATTACHMENT 1

QUALITY ASSURANCE SURVEILLANCE PLAN

QUALITY ASSURANCE SURVEILLANCE PLAN

PERFORMANCE REQUIREMENT	PERFORMANCE MEASURE (PM)	PERFORMANCE STANDARD	SURVEILLANCE METHOD	INCENTIVES & DISINCENTIVES
MANAGEMENT AND COMMUNICATION: The contractor shall maintain contact with the EPA CO, COR, and TOCOR throughout the performance of the contract.	Contractor shall immediately bring potential problems to the appropriate EPA personnel and shall recommend actions that would mitigate or resolve the problem.	Issues that impact project schedules and costs shall be brought to the attention of the EPA within 3-days of occurrence.	All active task orders will be reviewed by the EPA to identify unreported issues.	Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation of Business Relations in the Contractor Performance Assessment Reporting System (CPARS).
TIMELINESS: For every Task Order awarded establishing a firm, specific delivery date for the generation of a report, the contractor shall deliver such report to the COR, TOCOR and CO no later than the time specified in the order's PWS.	Deliverables and related work must comply with contractual timeliness requirements. The contractor will be evaluated on its responsiveness to all task orders.	95% of all deliverables and related work shall be completed on time within task schedule and/or tech. direction requirements.	100% inspection of all deliverables and related work by the TOCOR; TOCOR will document the timeliness of all work requirements.	Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation of Timeliness in the Contractor Performance Assessment Reporting System (CPARS).
TECHNICAL QUALITY: For every task order awarded, the analyses conducted by the contractor shall be factual, defensible, credible, and based on sound scientific methods. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with the agency requirements outlined in the task orders.	All deliverables and related work must be complete, accurate, thorough, and professionally credible.	Data are 100% accurate; review demonstrates a high level of expertise and credibility with regard to personnel and use of scientific methodology. Task Orders shall be conducted in strict conformance with approved QA plans. Outputs shall withstand internal review by the US EPA and outside scientific reviewers.	EPA Staff will conduct secondary reviews of work completed by the contractor. Feedback will be provided.	Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation in the category of Quality of Product or Service in the Contractor Performance Assessment Reporting System (CPARS).